



CIVIL AND CRIMINAL CASE ADMINISTRATOR

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY, OFFICE OF CASE MANAGEMENT

The Circuit Court for Anne Arundel County is seeking to hire an attorney to serve as the Civil and Criminal Case Administrator for the Office of Case Management.

DUTIES MAY INCLUDE:

The attorney works with the bench to develop and maintain consistent standards and procedures in civil and criminal matters to better manage case flow; develops and oversees Alternative Dispute Resolution programs; applies for and administers grants to support program initiatives; prepares budget for program development and evaluates impact on courthouse operations; monitors legislation that may alter the law and procedures that impact court functions; monitors proposed new Maryland Rules and amendments to current rules that impact court functions; reviews motion filings and makes recommendations to judges; serves as a liaison between the bench and attorneys / litigants; serves as the back up to other staff attorneys; serves as a resource to judicial law clerks and is responsible for conducting their annual training along with any ongoing training as needed; and other duties as assigned.

The Civil and Criminal Case Administrator manages a staff of two paralegals, ADR Coordinator, Court Researcher, and interns when applicable. The position is responsible for administration of the Civil (non-domestic) and Criminal Differentiated Case Management Plans, ensuring that cases are efficiently and effectively processed through the court to appropriate disposition.

REQUIRED: Maryland Bar admission and a minimum of three years' experience in the practice of law. Applicants should have experience in either civil and criminal law, as well as strong legal research and writing skills. Supervisory experience is preferred. Strong computer skills and proficient with Microsoft Office (Outlook, Word, Excel). Familiarity with Access is preferred. Excellent organizational, communication (written and oral), and interpersonal skills. Ability to exercise a high degree of judgment, tact, diplomacy, and competence in dealing with judges, attorneys, court personnel, and the public. Ability to prioritize and manage multiple assignments. Knowledge of Maryland Circuit Court alternative dispute resolution, legal procedures for family and civil cases and the foreclosure process desired.

SALARY/BENEFITS: This is a county grade 19 position and includes county benefits. [Click here for more information.](#)

APPLICATION PROCEDURE: Open until filled. Interested candidates should submit a cover letter, resume, and list of three references as a **SINGLE PDF** document to OfficeofCourtAdministration@mdcourts.gov .